

# TMF Agency - TMF Declaration 2025/2026 - Workers Compensation Declaration Form

## Workers and Apprentices Section

### Policy Detail

Policy Number: *Example\_MF123456*

Line of Business: *WC*

### How to fill-in the Employee FTE and Wages Grid

The fixed figures in grey represent the FTE and Wages that were reported in the previous year's declaration for the specified period in each column. Please replace the FTE and Wages next to each fixed column with the updated figures and include a forecast for FY 25-26 in the last two columns.

### Employee FTE and Wages Registry Grid

Total items: 1

Row 1	
Record ID	
Employee Type	
FY 23-24 Estimated FTE	
FY 23-24 Actual FTE	
FY 23-24 Estimated Wages (\$'000)	
FY 23-24 Actual Wages (\$'000)	
FY 24-25 Forecasted FTE	
FY 24-25 Revised Estimate FTE	
FY 24-25 Forecasted Wages (\$'000)	
FY 24-25 Revised Estimate Wages (\$'000)	
FY 25-26 Forecast FTE	
FY 25-26 Forecast Wages (\$'000)	

Totals	
FY 23-24 Estimated FTE	
FY 23-24 Actual FTE	
FY 23-24 Estimated Wages (\$'000)	
FY 23-24 Actual Wages (\$'000)	
FY 24-25 Forecasted FTE	
FY 24-25 Revised Estimate FTE	
FY 24-25 Forecasted Wages (\$'000)	
FY 24-25 Revised Estimate Wages (\$'000)	
FY 25-26 Forecast FTE	
FY 25-26 Forecast Wages (\$'000)	

The grid above will always retrieve last year's FTE and Wages data when the form loads. If you reload the form, any data you may have entered for this will be lost if you have not saved.

**The total of this year's forecast wages is exactly the same as last year's total. Please confirm that this is correct.**

### FTE and Wages Variation Summary

This section shows the % difference in Total FTE and Wages. An explanation must be provided for any variance greater than 10%.

**% Difference between FY 23-24 Total Actual FTE and FY 24-25 Total Revised Estimate FTE**

**% Difference between FY 23-24 Total Actual Wages and FY 24-25 Total Revised Estimate Wages**

**% Difference between FY 24-25 Total Revised Estimate FTE and FY 25-26 Total Forecast FTE**

**% Difference between FY 24-25 Total Revised Estimate Wages and FY 25-26 Total Forecast Wages**

## Workers and Apprentices Section

% Difference between FY 23-24 Total Estimated FTE and FY 23-24 Total Actual FTE

% Difference between FY 23-24 Total Estimated Wages and FY 23-24 Total Actual Wages

% Difference between FY 24-25 Total Forecasted FTE and FY 24-25 Total Revised Estimate FTE

% Difference between FY 24-25 Total Forecasted Wages and FY 24-25 Total Revised Estimate Wages

Apprentices

In the table above, have you included wages paid to apprentices registered in Training NSW recognised apprenticeships?

☐ Yes ☐ No

Please enter below the number of apprentices and wages paid to apprentices that have been included in the above table for:

FY 23/24 Actual FTE

FY 23/24 Actual Wages (\$'000)

FY 24/25 Revised Estimate FTE

FY 24/25 Revised Estimate Wages (\$'000)

FY 25/26 Forecast FTE

FY 25/26 Forecast Wages (\$'000)

Apprentices

	Actual FTE	Actual Wages (\$'000)	Revised Estimate FTE	Revised Estimate Wages (\$'000)	Forecast FTE	Forecast Wages (\$'000)
Apprentices						

Asbestos Wages

The use of all forms of asbestos is no longer permitted except for the purpose of sampling or analysis, maintenance, removal, disposal, encapsulation or enclosure. It is important that agencies indicate whether any of their workers in the course of their employment handle any asbestos or asbestos containing products. A specific Dust Diseases Levy rate will be applied to those agencies whose business activities involve exposure to asbestos.

Are any of your workers in the course of their employment exposed to or handle any asbestos or asbestos containing products?

☐ Yes ☐ No

Please enter below the number of FTE and wages paid to workers or deemed workers who are exposed to or handle asbestos or asbestos containing products (regardless of whether they use Personal Protective Equipment) for:

FY 23/24 Actual FTE

FY 23/24 Actual Wages (\$'000)

FY 24/25 Revised Estimate FTE

FY 24/25 Revised Estimate Wages (\$'000)

FY 25/26 Forecast FTE

FY 25/26 Forecast Wages (\$'000)

If your agency keeps records of the specific period during which workers are exposed to asbestos, you may declare only the wages corresponding to that time frame. The relevant Dust Diseases Levy rate will be applied to asbestos wages. Please ensure that these wages are also included in the FTE and Wages grid provided above.

Workers and Apprentices Section

Asbestos

	Actual FTE	Actual Wages (\$'000)	Revised Estimate FTE	Revised Estimate Wages (\$'000)	Forecast FTE	Forecast Wages (\$'000)
Asbestos						

# TMF Agency - TMF Declaration 2025/2026 - Workers Compensation Declaration Form

## Agency Structure Section (Incl. Mergers & Splits)

### Instructions

1. Please confirm if there are multiple entities / agencies that are covered under this policy.

In some cases, a single policy may cover multiple agencies or parts of multiple agencies, such as when shared services or similar functions from different agencies are centralised.

We are seeking clarification on policy structure to:

obtain an accurate understanding of how policies are structured across the different lines of insurance,

assist agencies in proper declaration by ensuring they are including all their risk exposures,

ensure optimal management of contributions by icare.

2. Please select 'Yes', only if there has been or will be a structural change to your Agency.

A split or merger is the transfer of staff to another agency OR policy within the TMF (split), or absorption of staff from another agency OR policy within the TMF (merge).

The transfer of staff is decided by the agency, not the employee.

For this to be accepted and reflected in your contribution, this completed section must be signed off by an executive of the agency.

If any of the above has occurred, we will contact you to obtain further details, where required.

**For the renewal period, are there or will there be multiple entities / agencies covered under this policy?.**

☐ Yes ☐ No

**Please list the entities / agencies.**

**Has there been, or will there be an agency structural change to your policy since the previous declaration cycle?**

☐ Yes ☐ No

**What kind of agency structural change has occurred?**

**Please provide details (Mergers and Splits)**

**Agency having staff transferring out to other TMF agencies or policies?**

**Agency having staff transferring in from other TMF agencies or policies?**

Executive Sign-off

**Name and Position of Executive**

**Executive's Comments**